

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

IOWA FINANCE AUTHORITY – COMPTROLLER

DEFINITION

Directs and maintains the internal financial management policies, practices, and controls to provide and ensure the accuracy and integrity of the Authority's financial statements for the benefit of all internal and external users; produce and present technical financial information as directed; provides effective audit, budget, cash flow analysis, and program evaluation; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Coordinates the agency's efforts in obtaining and maintaining an investment grade Issuer Credit Rating (ICR) from at least two of the three national rating agencies.

Identify, communicate, implement, and report upon all financial performance metrics required by the national rating agencies. Integrate metrics into the internal financial management reports provided to the Executive Director and senior staff.

Act as agency liaison to provide technical assistance on financial, performance, compliance, accounting, internal control and bond-related issues.

Develop, implement and monitor the Authority's financial performance, compliance requirements, and internal controls for all programs.

Oversee and direct the daily accounting activities of the agency to include all programs and functions.

Direct the timely and accurate completion of the Comprehensive Annual Financial Report (CAFR) for the Authority; serve as the primary contract with external auditors.

Lead budget planning and coordination with Division Directors; budget preparation in cooperation and consultation with the Executive Director; present annual budget to the Board of Directors and provide monthly updates.

Formulates and evaluates the necessary information and measurements to meet the requirements of the Governmental Accounting Standards Board (GASB).

Prepares necessary disclosure Municipal Securities Regulatory Board and bond documents.

In CFO's absence, manages the Authority's investments, assets and liabilities.

Recommend performance goals and measures; recommend relevant training and professional development options for employees; assist in building a team aligned with the goals and direction of the Authority; assist in developing an environment that promotes and rewards business practices consistent with good citizenship and operates within professional regulations and standards.

COMPETENCIES REQUIRED

Knowledge of the rating agency process; compilation of materials and presentation to the agencies.

Ability to establish strong working relationships with key personnel of the rating agencies.

Ability to provide sound financial administration, internal audit, and the development of relevant program policies, measures, and evaluations.

Knowledge of municipal finance and related investments as the person in this position serves as Deputy CFO for the Authority.

Knowledge of professional accounting principles, theories, concepts, and terms including excellent knowledge

of GASB promulgations.

Knowledge of departmental programs for which accounting, budgeting, credit rating, financing, investments, program audit, and program evaluation and provided.

Act as chief custodian of the financial records and assure accurate and timely preparation of required reports and statements as well as setting the standards for professionalism and integrity by which the business affairs of the agency finances will be conducted.

Ability to prepare, justify, and administer the budget for program areas, and monitors expenditures to ensure cost-effective support of programs and policies.

Ability to assess the financial condition of the agency.

Ability to organize work, set priorities, determine resource requirements, and determine goals and strategies.

Ability to perform appropriate computations correctly.

Ability to analyze, understand, and resolve new situations and problems and provide attention to detail. Makes sound, well informed and objective decisions and commits to action to accomplish organizational goals.

Ability to effectively communicate technical financial information verbally and in writing with internal and external customers, taking into account the audience and nature of the information.

Ability to listen to others and respond appropriately.

Ability to effectively work in a team environment and foster cooperation, pride, trust, and group identity in order to achieve goals.

Ability to effectively work on computers, various financial software, and calculators.

Ability to evaluate and recommend updates for computer systems.

Ability to effectively lead change.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a BA degree in Finance or Accounting. Must have at least six years of experience with public accounting, with emphasis on GASB 34 and municipal finance. A minimum of two years of the required experience must be in municipal finance;

OR

a CPA can be substituted for two years of the required public accounting experience.

Effective Date: 5/03 JG